



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: SELECTION	GENERAL ORDER NUMBER: 300
REFERENCES:	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: A

The Columbia Heights Police Department and the Human Resources Department shall identify the authority and responsibility for the selection process, and establish principles and guidelines for the development of an efficient, effective, and fair selection process. They will also be responsible for dissemination of employee information.

300:1 Professional and Legal

300:11 Rating Criteria

The Department shall use only those rating criteria or minimum qualifications that are job related.

300:12 Selection Process

All elements of the selection process shall be administered, scored, evaluated, and interpreted in a uniform manner.

300:121

At the time of formal application, candidates shall be informed in writing of:

- The selection process; and
- The expected duration of the selection process.

300:122 Selection Criteria

- Candidate's applications and resumes will be reviewed to be sure that they meet the criteria set forth in the hiring standards.
- Candidates for sworn officer positions shall take an approved written examination.

- Candidates with passing scores shall be interviewed by an interview panel. Whenever possible this panel may include representatives from the Police Department, Human Resources, and interested community members.

300:13 Ineligible Candidates

Candidates determined to be ineligible for appointment shall be informed in writing, specifying which portion(s) of the process caused the ineligibility.

300:131

Applications for candidates not appointed shall be retained for a period to be determined by the City's records retention schedule.

300:14 Storage of Selection Materials

Selection materials shall be stored in a secure area.

300:2 Administrative Practices and Procedures**300:21 Background Investigation**

A background investigation of each candidate shall be conducted prior to appointment for all personnel. The background investigation shall include, at a minimum:

- Verification of qualifying credentials;
- A review of any criminal record; and
- Verification of at least three personal references.

300:221

Employees assigned to conduct background investigations shall be trained in collecting required information.

300:212

A record of each candidate's background investigation is maintained on file for a period to be determined by the City of Columbia Heights Human Resources Director.

300:22 Medical Examination

A medical examination shall be conducted following a conditional job offer, and prior to appointment for licensed staff. The results of the medical examination shall be maintained in a separate, confidential medical file.

300:23 Psychological Examination

A psychological examination shall be conducted by a qualified professional following a conditional job offer, and prior to appointment for licensed staff. The results of the psychological examination shall be maintained in a separate, confidential medical file.

300:24 Probationary Period

Successful candidates for new hire and promotions shall have a probationary period of one year.

300:3 Background Investigations by Outside Agencies**300:31 No Employee May Release Information**

This section is in regard to both current and former employees and volunteers of the Columbia Heights Police Department. In order to ensure the rights of CHPD employees and volunteers are respected, and that proper waivers have been secured in order to release information, no employee may release employee information without written permission from the police administration. Any requests from an outside agency, prior to receiving this authorization, shall be referred to police administration.

BY ORDER OF:

Scott Nadeau, Chief of Police